

**EAST WINDSOR HOUSING AUTHORITY**  
**REGULAR MEETING – JULY 18, 2011**  
**MINUTES**

**CALL TO ORDER AND ATTENDANCE**

The meeting was called to order at 7:00 p.m. by Chairman Boutin. Commissioners Lamb, LaMay, Legassie and Percoski were present, as well as Richard Pippin our liaison to the Board of Selectman.

**ADDED AGENDA ITEMS**

There were no added agenda items

**MEETING MINUTES OF:**

**Regular Meeting – June 20, 2011**

The minutes of the regular meeting of June 20, 2011 were reviewed by all commissioners present. A motion was made by Commissioner Legassie, seconded by Commissioner Percoski to accept the minutes of the regular meeting of June 20, 2011 as presented.

Legassie/Percoski

Unanimous

**PUBLIC COMMENTS**

There was a general discussion from the residents present regarding the parking situation on the first level at night and on the weekends. It appears that there are a lot of visitors to the 1<sup>st</sup> level and that these visitors are taking over the parking spaces normally used by the tenants. It was suggested by the tenants present that the parking spaces be assigned to each individual apartment.

The response from the Chairman of the Board, Karen Boutin and the Executive Director, Jennifer DiMauro was that we would attempt to assign parking spaces at some point in the future; but for now we would give each resident a cone and when they leave they should put the cone at the end of the parking lot.

An additional issue was brought up and that was regarding the person(s) who are bringing their laundry over on the weekends to do here. The response to this was that this is private property and that if this person or persons are not residents of Park Hill the police should be called as they are officially trespassing.

## **BILLS AND COMMUNICATIONS**

### **Check Register – June 16 – July 13, 2011**

The check register for June 16 – July 13, 2011 was reviewed by all Commissioners present and all questions answered. A motion was made by Commissioner Percoski, seconded by Commissioner Legassie to accept the check register of June 16 – July 13, 2011 as presented.

Percoski/Legassie

Unanimous

### **Bank Reconciliation – June, 2011**

The Bank Reconciliation of June, 2011 was reviewed by all Commissioners present and all questions answered.

## **REPORTS OF THE EXECUTIVE DIRECTOR/RESIDENTS SERVICE COORDINATOR**

The Air Force Work Day held on June 18<sup>th</sup> was a huge success. Many projects were accomplished, including one vacant apartment being painted, the pavilion was also stained, a wooden picnic table was sanded, the laundry room doors and some utility boxes were painted, bushes were trimmed and some tree stumps were removed. We had over twenty-two recruits here along with their recruiters. This time, we also

had eight marine recruits involved as well. We understand that plans are underway to include recruits for the Army for our fall work day. Lunch was pizza and generously donated by Elaine's Pizza and Pizza Hut. The event received coverage by the local Reminder Press.

The annual picnic was held on Friday, July 15<sup>th</sup>, with approximately forty-five in attendance. Menu included hot dogs, hamburgers, salads and watermelon.

Connecticut Housing Finance Authority inspected our property on July 6<sup>th</sup>. The inspector inspected fifteen apartments and the overall complex and concluded that the property looked very good and recorded no deficiencies.

Apartment inspections should be completed by the end of July, and were delayed due to some major breakdowns in equipment that needed to be taken care of. These included a broken sewer pipe on level one, a broken well line on level two and some tree work. A large Ash tree located close to the road across from the level one parking lot was taken down, to avoid it from coming down in the road and causing injury or damage. A locust tree outside of apartments 19 through 30 was badly damaged by a storm was also worked on.

The Maintenance Staff has been very hard at work refurbishing a number of vacant apartments over the past few months. Since January, they have completely refurbished a total of seven apartments. This involved a significant amount of work, while still responding to the usual number of work orders that are submitted. I wish to commend both Darrell and Mike on a job well done.

Several tenants have inquired about an emergency plan, in the event of extreme weather or other disasters. The August newsletter will include some detailed information on what tenants can do in an emergency. Tenants are reminded that our community hall has its own generator, to provide on going power, water and comfort for our residents until their power is restored. Section Monitors as well as the Community Building Monitor will be in direct communication with the staff and commissioners in the event of any emergency, to keep the tenants

informed and to provide basic emergency services. Tenants are reminded to ensure that the Housing Authority office has their updated phone numbers, as well as a number of their emergency contact person.

With regard to the recently hired Landscaping contractor, unfortunately we have had several complaints again about the quality of the work, including missing entire sections, not “weed-wacking”, and blown grass left on walks and patios. I have spoken to the contractor and asked to either correct these issues or otherwise be dismissed. Any complaints from residents with regard to the lawn service, should be brought immediately to the attention of the Executive Director, and not expressed to the contractor.

Plans are underway for the installation of new signage for the Housing Authority, to be located at the entrance to our property on Windsorville Road. The sign installation is pending at the writing of this report. The lack of a proper sign over the past years resulted in a violation by the Connecticut Housing Finance Authority, which provides administrative oversight to our agency. The state requires that Housing Authorities appropriated identify their properties, as part of the fair housing affirmative action guidelines. The sign also should eliminate trespassers and/or solicitors on our property, as this is clearly stated on the sign. The Park Hill rock has been relocated to another location and the plantings provided by the East Windsor Garden Club have been transplanted. New seasonable plantings next to the new sign will include bulbs for the spring, annuals in summer and mums for the fall.

## **RESIDENT SERVICES COORDINATOR**

The month of June welcomed several new residents to Park Hill. A few were in need of furnishings and I was able to contact agencies that donated furniture and other household items. Several neighbors also contributed things they are no longer needed. My first priority was securing services for the newcomers. I contacted the local Senior Center, “Meals on Wheels”, and CCCI for assistance. The “Welcome” folder I pass out to each new resident has information on transportation and important phone numbers. It also contains brochures from various

agencies and our monthly newsletter. I used the Safe Link online application to order cell phones for new residents that needed them.

Recently, there was a change in Connecticut's CONNPace program. This program assisted Medicare beneficiaries with paying for their prescription drugs. Several residents received the notification from the State that the program was ending and had questions. As with any change, there was confusion about the forms and eligibility. I helped them fill out the new applications they received and listened to their concerns.

The warm weather brought more residents outside. The donated vegetable and flower seeds that were handed out in May are growing! I enjoy talking to the residents as they are tending their gardens. It is satisfying to observe the pride that accompanies their hard work. The front yards of the apartments have flower baskets and bird feeders hanging amid the statuary.

Park Hill hosted the Air Force Cadets in June. The young volunteers helped paint, trim bushes and landscape the grounds. We enjoyed having them here and appreciated their hard work. The improvements added to the pride we have in our community.

Our new program for the residents, "Coffee Hour" has been successful. We meet once a week in the morning and enjoy coffee and donuts from Dunkin Donuts. The time is spent in chatting and discussing future programs that the residents might enjoy. Each event also has an edible raffle basket. Shortly after, on the same day, we show a feature film on the big screen television. All are welcome to bring a lunch and have some of the popcorn we provide. There is a new puzzle in the Community Room for everyone to work on. It is there for all the residents to share in its construction.

## **COMMISSION MEMBERS**

Nothing from the commission members.

## **REPORTS OF COMMITTEES**

There were no reports of committees

## **POLICIES AND PROCEDURES**

There were no new Policies and Procedures

## **UNFINISHED BUSINESS**

There was no Unfinished Business

## **NEW BUSINESS**

There was no New Business

## **PUBLIC OPINION**

Marie Francis #8, inquired as to why the things were still in the ground and what were they for. The response was that they were the old termite stations which were placed in the ground over 10 years ago and since they are no longer functioning we are pulling them out as we see them.

## **EXECUTIVE SESSION**

- a) Tenant Matters/Security Issues
- b) Pending Legal Matters
- c) Policies and Procedures

A motion was made by Commissioner Percoski, seconded by Commissioner LaMay to go into Executive Session at 7:22 p.m. to include the Executive Director, Jennifer DiMauro, and the Executive Assistant, Darlene Kelly as needed.

Percoski/LaMay

Unanimous

A motion was made by Commissioner Percoski, seconded by Commissioner Legassie to come out of Executive Session at 8:15 p.m.

Percoski/Legassie

Unanimous

There was no action taken.

## **ADJOURNMENT**

A motion was made by Commissioner Percoski, seconded by Commissioner LaMay to adjourn the regular meeting of the East Windsor Housing Authority at 8:20 p.m.

Percoski/LaMay

Unanimous

Respectfully submitted,

Darlene H. Kelly  
Recording Secretary

